

LABOR RELATIONS SPECIALIST

PURPOSE: To administer, monitor, and maintain compliance with collective bargaining agreements.

FUNCTIONAL AREAS: Under general supervision:

1. Administer labor contracts.
 - * A. Administer all labor contracts and provide contract interpretation.
 - * B. Counsel, advise and make recommendations to supervisory and managerial personnel on disciplinary actions to avoid grievance complaints.
 - * C. Assist supervisory and managerial personnel with the preparation of written disciplinary documents and in grievance responses to the union.
 - * D. Serve as the Chief Administrative Officer's designee for second step grievance responses.
 - * E. Conduct fact findings and represent the employer in grievance arbitrations as necessary.
2. Participate in contract negotiations.
 - * A. Serve as a member of the contract negotiation team.
 - * B. Serve as a resource for gathering information, analyzing the effects of recommended proposals, and drafting proposed language.
 - * C. Assist with the negotiation of wage rates for new or amended job descriptions in accordance with contract provisions.
3. Perform related human resources work, as assigned.
 - A. Assist with workers' compensation claims management.
 - B. Assist with recruitment and selection activities.
 - C. Perform other related human resources tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Bachelor's degree from an accredited college or university in business administration, human resources management, or a related field, plus four years of professional level experience in labor relations; or
- ◆ B. Law degree from an accredited law school plus one year of professional level experience in labor relations.

Knowledge Requirements

- ◆ A. Considerable knowledge of the principles, practices and procedures of collective bargaining and labor law.
- ◆ B. Knowledge of the laws, ordinances, regulations and statutes governing human resources functions.

- ◆ C. Knowledge of the principles and practices of public personnel administration, including employee relations.
- ◆ D. Knowledge of research and data analysis methods and techniques.

Skill Requirements

- ◆ A. Skill in administering labor contracts.
- ◆ B. Skill in communicating logically, persuasively, and accurately in oral and written forms.
- ◆ C. Negotiation skills.
- ◆ D. Skill in drafting contract language, settlement agreements, and grievance responses.
- ◆ E. Skill in developing and maintaining effective working relationships with public officials, administrators, union officials, staff, and the general public.
- ◆ F. Skill in reading and interpreting laws, contracts, and other employment-related information.
- ◆ G. Skill at working under pressures of time restraints and conflicting demands.
- ◆ H. Skill in performing research, preparing reports, and maintaining records.

Ability Requirements

- ◆ A. Ability to communicate effectively on a one-to-on basis and before groups for the purpose of obtaining or providing information.
- ◆ B. Ability to work independently with minimal instructions.
- ◆ C. Ability to use a personal computer and associated software including word processing, database, spreadsheet.
- ◆ D. Ability to interpret and administer labor contracts.

Physical Requirements

- ◆ A. Ability to transport, usually by lifting and carrying, materials weighing up to 25 pounds per load for presentations, arbitrations, etc.
- ◆ B. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- ◆ C. Ability to attend work on a regular basis.

*Essential functions of the position

- ◆ Job requirements necessary on the first day of employment

Anlst: JA	Class: 1360	Union: Confidential	Pay: 10A	CSB: 20100105
CC: 20100222	Res: 10-0082R	EEOC: Professional	EEOF: Admin/Finance	WC: 8810